



## **PUBLIC WORKS DIRECTOR POSITION DESCRIPTION**

### **GENERAL PURPOSE**

Employee is responsible for the overall management of the Public Works Department including daily operations of the streets, water and city-owned buildings and facilities along with the public infrastructure of the city. The employee has oversight of city water distribution and wastewater collection systems, street system, within the city, including signals, lights, and public parking areas, the city's public buildings and facilities, scheduling, maintenance, coordination, operations, and management of all aspects for the Public Works Department.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Commission with oversight of the Public Works Commissioner.

### **SUPERVISION EXERCISED**

This position exercises supervision over all Public Works Department staff directly or through subordinate supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs, manages, coordinates, and evaluates the operations of the staff and associated work within the Public Works Department; reviews progress and directs changes as needed.
- Performs supervisory responsibilities including interviewing, hiring, and training/development of all staff within the Public Works Department; and addressing complaints and resolving problems; and planning, assigning, and directing work.
- Directs the preparation of agenda items for the city commission and various committees or boards involved in the public works activities, presents agenda items as needed.
- Develops, manages, and oversees the capital improvement plan for the department, to include managing, organizing, and developing CIP department projects.
- Leads the direction and development of short and long-range plans for the department; reviews and interprets data for studies, reports, and recommendations; coordinates department activities with other departments and local, state, and national agencies as needed.

- Responsible for the management of the department's budget; ensures cost control activities are in place, monitors revenues and expenditures with the department; assures sound fiscal control; prepares and presents annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Oversees the water distribution and wastewater collection systems including the operations, repair, and maintenance.
- Manages and ensures an accurate infrastructure and equipment maintenance schedule is in place for the department.
- Maintains a positive work environment among employees and resolves grievances; adjusts errors and complaints.
- Prepares and reviews a variety of studies, reports, and related information for decision-making purposes for the overall health and vitality of the City of Deadwood.
- Responds to public inquiries about infrastructure related to the department that are made by telephone, correspondence, or during meetings.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to City policies and procedures.
- Oversees the snow removal efforts of the Public Works Department in a manner that does not impede city functions or commerce and works with any department of the city.
- Makes certain proper and adequate city services are being maintained to all consumers and users.
- Oversees, utilizes, and maintains accurate paper and digital mapping of the city's infrastructure systems including an inventoried and accessible record of as-built construction plans.
- Ensures all municipal, state, and federal requirements are in place and current for the City of Deadwood within the department.
- Oversees and assists superintendents with work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Ensures proper and adequate services within the Public Works Department are being maintained.
- Responsible for the approval and controls for the inventory of items needed for repairs and maintenance within the department.
- Ensures that adequate maintenance and routine maintenance programs are in place.

- Plans and oversees Public Works Department projects and coordinates with other departments or agencies for additional projects involving the city.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Responsible for maintenance of public buildings and facilities including general maintenance, coordination of repairs, and capital improvement on public buildings and facilities.
- Must have working knowledge and be capable of record keeping, tracking, maintaining, and operating all the city's building and facility needs.
- Comply with and enforce all safety rules and regulations.
- Cooperates with other city departments and assists when needed.
- Governs the department's "on-call" rotation as required.

#### **PERIPHERAL DUTIES**

- Works closely with Planning, Zoning, and Historic Preservation Department on matters related to public works.
- Performs a variety of miscellaneous duties as assigned.

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### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

- Graduation from an accredited four-year college or university with a degree in engineering and/or a minimum of 5 years related experience.
- Must have supervisory experience.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Must have computer and managerial skills.
- Knowledge of management principles and practices as it relates to public works.
- Knowledge of capital improvement project development and management principles.
- Knowledge of state laws and local policies and processes governing the bidding of projects along with ability to read blueprints.
- Must be able to plan, train, organize, delegate, and instruct all Public Works Department employees and contractors.

- Must have working knowledge of street and water construction and repairs.
- Must be able to plan, organize and delegate work schedules to departments.
- Must be able to deal with the public and represent the city in a positive manner.
- Ability to be calm under pressure and able to resolve conflict in what could, at times, be a hostile environment.

### **SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- Possession of a valid South Dakota commercial driver's license (Class B) is highly encouraged.
- No felony conviction or disqualifying criminal histories.

### **TOOLS AND EQUIPMENT USED**

Heavy equipment and machinery.

Personal computer including word processing software.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.